

YOUTH SERVICES POLICY

Title: No Smoking and Tobacco-Free Policy Next Annual Review Date: 01/30/2016	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.16
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References: La. R.S. 40:1263, 40:1300.251 and 1300.256(A)(5) "Louisiana Smokefree Air Act"; ACA Standard 4-JCF-1B-04 (Performance-Based Standards for Juvenile Correctional Facilities); A.2.1 "Employee Manual"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 01/30/2015

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To protect the health and safety of YS staff, youth, contract personnel, volunteers and visitors who might be exposed to environmental smoke by reducing the risk of secondhand smoke; reducing the entrance of contraband; promoting and encouraging a positive and healthy environment for youth; promoting a healthy and wholesome role model for youth; and establishing policy regarding smoking and the use of tobacco products by YS employees.

III. APPLICABILITY:

This policy shall apply to all employees, contract personnel, volunteers and visitors of YS.

Unit Heads are responsible for ensuring compliance with the contents of this policy.

IV. DEFINITIONS:

Designated Smoking Area – Designated smoking areas are those identified by the Unit Head where smoking is permitted beyond the required twenty-five foot boundaries defined in LA R.S. 40:1263.

Prohibited Smoking Area - Prohibited smoking areas are outdoor areas proximate to a state office building that are within twenty-five feet of an entrance to the building or a wheelchair ramp or other structure that facilitates access by a disabled person or to which access by the public is not restricted.

Secure Care Facility – For the purposes of this policy, any and all buildings and grounds related to a YS secure facility.

Regional Offices - All Community Based Services field offices located throughout the state.

Tobacco Product - Any cigar, cigarette, smokeless tobacco, smoking tobacco, or any other related product that contains tobacco.

Unit Head – For the purposes of this policy, Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors and Regional Managers.

Visitor - Any person who is on facility grounds for an authorized visit, or who is attempting to gain entry to the grounds for a visit, to conduct business with YS staff or youth for purposes of a tour, as a volunteer, etc.

Volunteer - An individual who donates their time and effort to enhance YS' activities and programs.

V. POLICY:

The Surgeon General of the United States continues to issue warnings to the general public about the harmful effects of smoking and exposure to environmental tobacco smoke or second hand smoke.

The Deputy Secretary recognizes the health and safety issues caused by exposure to environmental smoke; therefore, this policy shall be enforced for YS central office, secure care facilities and CBS regional offices.

Accordingly, smoking and other tobacco product use is prohibited in all state owned buildings, all buildings located on the grounds of a YS secure care facility, buildings located in the CBS regional offices, and at YS Central Office. Designated smoking areas shall meet the twenty-five foot boundaries required in LA R.S. 40:1263. In addition, smoking is prohibited in all state vehicles.

VI. PROCEDURES:

- A. No-Smoking signs shall be clearly posted in all areas that smoking is prohibited.
- B. The Deputy Secretary shall designate smoking areas for YS Central Office that are in accordance with areas established by State Police.
- C. Regional Managers shall prohibit smoking within twenty-five feet of an entrance to the building or a wheelchair ramp or other structure that facilitates access by a disabled person or to which access by the public is not restricted.

- D. It is the responsibility of all employees to adhere to the provisions of this policy, and to report any non-compliant activities to the appropriate supervisory personnel.
- E. Employees shall not be granted additional breaks or additional time on the allowed morning and afternoon breaks to access designated smoking areas for the purpose of using tobacco products. Those persons needing to smoke more than once in the morning and afternoon can divide their breaks into smaller increments. Employees are required to govern themselves in accordance with their workload and in consideration of co-workers, supervisors, and subordinate staff.
- F. While smoking in designated areas, YS/OJJ employees are responsible for practicing good housekeeping in these areas by extinguishing all smoking materials in designated containers and proper disposal of trash and cigarette remains.
- G. Facilities:
 - 1. Facility Directors shall designate a smoking area for each facility outside of the "secure area" of the facility.
 - 2. There shall be no smoking or tobacco products allowed within the facilities at any time, which includes during work hours, lunch, or breaks.
 - 3. Tobacco products may be "checked-in" at the front gate for use during breaks or lunch times, as long as the consumption of the product remains off facility grounds.
 - 4. All employees, visitors, guests, vendors, and contract personnel are required to comply with this policy.
 - 5. Signs shall be placed outside the gates declaring that the YS facilities are tobacco-free and smoke-free.
 - 6. All job applicants for YS facilities shall be informed that smoking and other tobacco product use is prohibited, except in designated areas.

VII. DISCIPLINARY ACTIONS:

Any staff found guilty of non-compliance with this policy may be subject to disciplinary action. (Refer to YS Policy No. A.2.1)

Previous Regulation/Policy Number: A.2.16

Previous Effective Date: 12/29/2014

Attachments/References: